

Town Manager's Report - Week of: 12/01/2017



Town Manager's Office:

- Jodi Hanson and I met with our Auditors this week to discuss preliminary FY17 audit findings and how we can restructure our back-end accounting to better track projects, grants, events and productions. Much of this will come down to fundamentally changing the way in which we setup our accounting software to virtually eliminate the need to manually account for the above. This is going to take a lot of work to implement but it will help the Finance Office to function more efficiently and drastically improve how the Town accounts for significant expenditures and revenues beyond our operating budgets. Much of this will be discussed during a Select Board workshop with the Auditors.
- I met with Richard Andersen, Commodore of the Camden Yacht Club, to discuss a project to replace a storm water line through the Yacht Club's parking lot, which will be coordinated with a project the Yacht Club will be doing to resurface their parking lot. This would be a relatively straightforward project except for the fact that the base under the Yacht Club's parking lot has been eroding over the years from wave action. Therefore, the base needs to be rebuilt in order for any resurfacing to hold up. At some point the Select Board will need to meet with the Yacht Club to discuss this project.
- I met with the steering committee of Connect Camden (Paul Cavalli, Oscar Verest and Leamon Scott) to talk about changes to the Planning & Development Department and its effect on the work of Connect Camden. To better plan for these changes I will meet with the Connect Camden Board and committees in January.
- The Town Manager of Rockport, Lincolnville and Hope and I met with Northeast EMS to discuss budgeting for the upcoming year. A significant drop in call volume and transfers has put significant financial pressure on Northeast. It is also arguable that our current level of service does not reflect our level of need given the substantial drop in call volume. In light of these changes, there will be a meeting of the EMS Committee in mid-December to determine how the four communities will move forward with EMS services.
- The Personnel Board has finalized the revised Personnel Policy. The next step is for this to go to employees for comment one final time before it sent back to the Personnel Board with any recommended changes. Once any changes are finalized and accepted by the Personnel Board the Policy will be sent to the Select Board for final approval.
- There has been a significant amount of developer interest in projects in Camden over the past few weeks. While many of these projects are in the conceptual phase and the businesses/developers involved have not yet determined if they will indeed move forward with these projects, it's still exciting to see so much interest in Camden.

Wastewater Department

- All the FERC questions and concerns regarding the decommissioning of the Seabright Dam power generation have now been addressed. Therefore, a decommission approval letter from the FERC is expected in the near future. The FERC required consultation with Maine Department of Inland Fisheries and Wildlife, United States Fish and Wildlife Service and Maine Historical Preservation

Commission to ensure these organizations had no concerns with the decommissioning. All three organizations have signed off on the decommissioning plan. Once this final approval is received, the Seabright Dam will no longer be regulated by the FERC, rather the dam will fall under State of Maine dam safety program which is administered by Maine Emergency Management Agency (MEMA).

- Wright Pierce Engineering will conduct a wastewater treatment plant and pump station upgrade presentation at the next Select Board meeting on December 5th. A question and answer session will take place following the presentation.

Fire Department

- Continuing review of Code Enforcement educational materials
 - Scheduled CEO Legal Issues test for staff in mid-December
 - Chief will be attending an Inspection Principles program at the National Fire Academy in late January
 - Followed up on a complaint about an abandoned property
- Conducted two department training sessions
 - Several Firefighters completed an Emergency Vehicle Operators program in Waldoboro
- Continued apparatus & equipment maintenance programs
 - Completed annual pump testing for Engines 2, 4 & 5
- Continued our fire safety art contest at CRMS
 - Chosen student work will be unveiled at the school on Dec 5th during lunch periods
 - We encourage the public to attend this event
- A small working group of staff have started to revise/update the town's Emergency Operations Plan
 - Met with the Superintendent of Schools about the possibility of locating the town's Emergency Operations Center in the CRMS facility
- Firefighters conducted staff in-service fire safety presentations at Windward Gardens
- Firefighters conducted staff in-service all-hazards presentations at Anderson Inn
- Coordinated the repair of HVAC systems in the Public Safety Building with Thayer
- Chief attended a meeting of the Lodging Alliance to discuss short-term rentals
 - The group requested our participation in future meetings about the issues
- Chief attended several meetings of the Knox County Budget Committee to support the KRCC

- Met with representatives of FEMA & MEMA to review storm damage assessments which occurred Oct 30 - Nov 2
- Firefighters have adopted a local family to assist with their Christmas
- Firefighters are collecting gifts & donations for the Marine Corps Knox County Toys for Tots program
 - Firefighters will be collecting on Main Street, Dec 2nd from 8am to noon for anyone who would like to donate or assist
 - A collection box will be at the Public Safety Building until Dec 9th

Police Department

- There will be an increase in Police Coverage for the Downtown over the Holiday period. Officer Mark Bennett will be doing foot patrols in the downtown in addition to parking enforcement from 8:30 am to 4pm.
- The following reflects statistics from Police Department files for the period of November 19th through 25th, 2017:
 - There were 82 complaints received
 - 28 Patrol / Property checks completed
 - 1 Radar Speed Enforcement checks at Knowlton, Washington, & Mechanic streets
 - 2 Animal complaints
 - 6 Agency Assist call
 - 2 Daily use of Drug Repository
 - 5 Minor traffic accidents
 - Parking enforcement – 24 citations issued
 - 4 Alarm responses; 2 to a residence, 2 to Businesses and 0 fire assist
 - 1 Domestic
 - 1 Custodial Intervention

Opera House

- Opera House and the fire station is looking festive thanks to Seasons Downeast and the elves here at the Opera House and town. We are ready for our Christmas shows including a four Nutcracker performances which begin with a school group performance Friday morning this weekend, Natalie MacMaster (just about sold out) next Wednesday, Ashwood Waldorf Revels and Winter Family Fun films Home Alone II. We wish you all a most happy holiday.
- We are on your agenda to update Opera House fee schedule at Tuesday December 5th meeting.
- Our ticket vendor, TicketBiscuit, has been purchased by a larger company, ETix. Due to the changeover, we have experienced far from ideal wait times for our Box Office phone sales conducted by them. We will be reviewing a tutorial on a new system we can changeover too for

online sales on December 12 and watching to see if their customer service improves as they adjust. In the meantime, due to pressure on the town office downstairs due to an increase in overall and especially walk up ticket sales, I am looking into options for a staff presence downstairs, possibly internalizing all ticket sales with our own staff (which will involve software purchase as well as staffing, but then we can control ticket fees and the fees can offset internal staff costs).

- We have three new potential Opera House committee members coming before you.
- We have reviewed with ClIFF and AV Technik what broad facility tech updates might be done (most are simple and not costly – largest cost is a new board for \$4,000).
- Annual Appeal has been sent and donations coming in – we tried an emailed appeal sent Monday evening in time for Giving Tuesday this year and have had a nice response so far to it.

See it here [A Letter From Kerry Hadley at the Camden Opera House](#)